



Dear Arbor Heights Parents,

The beginning of the school year is near, the last dog-days of summer are quickly coming to a close and we are very excited to begin a rigorous year of **achieving, believing, and caring- A, B, C!**

We welcome **87** eager kindergarteners and will soon begin the final elementary steps of our journey with over **60**, fifth graders. As I have visited teachers and staff working in classrooms to prepare for a busy new year, I have observed an atmosphere of positive anticipation for a great year of learning.

During the next several months we will be analyzing MAP and MSP test data in order to develop a new **Continuous School Improvement Plan (CSIP)** that will set forth priority areas for the school year. The purpose of the plan will be to align our systems so they focus on promoting high levels of achievement for all students.

As we begin this process, I am already very proud of the work our staff has done to focus on improving the academic performance of our students. The CSIP will help guide our grade level teams, special education staff, specialists, and support staff to meet or succeed the high academic standards set by our district and the state. These standards define what students should know and be able to do at all grade levels. It is our vision that every student will be successful at meeting these standards.

We commend our students for their academic achievements. District and State test scores and classroom performances continue to show positive strides being made by our Arbor Heights students. While we are filled with pride at the accomplishments of our students, we know they will need our continued help to succeed. We have focused our school resources to provide support targeted for those students that are struggling in kindergarten through fifth grade. We will continue to develop ways to challenge those already meeting grade level expectations in order to extend their abilities. Our Spectrum program will be served in balanced classrooms where teachers are working to differentiate the learning needs of all students, including Spectrum students. Clustering and walk-to-math are just two ways we plan to extend the learning opportunities for Spectrum students and those needing extra support and practice.

However, students and staff can't do it alone. I encourage you to get involved with your child's classroom and school activities this year. Visit the classroom. Call your child's teacher. Let us know how to better serve your children and how you would like to be further involved in their education. I believe a home-school-community partnership is a powerful one. It is the one that will bring maximum success to our students this coming year.

I welcome your comments and encourage your involvement. I can be reached by calling 206-252-9250 or by Email: [cacollins@seattleschools.org](mailto:cacollins@seattleschools.org).

Sincerely,  
**Christy Collins**  
Arbor Heights, Principal

**General Information and Changes on the Back!**

## Staff Changes at Arbor Heights

Ms. Sally Nguyen, kindergarten teacher joins Mr. Wilkie and Ms. Weaver this year!. We are excited to have her join the team!

First grade has a new group of happy and eager teachers-- please welcome: **Mrs. Marcia Ingerslev, Mrs. Cate Simmers and Ms. Sue Wilson.**

Intermediate Special Education teacher, **Mary Jo Coutts** and Bilingual teacher, **Sharon Baez-Garcia** are new Arbor Heights this year and join a great team of teachers supporting our ELL students and students with special needs.



### Back to School Reminders:

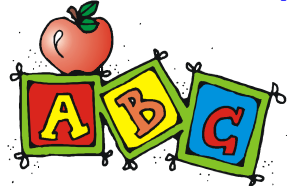
SOON we will have a new format for providing families weekly calendar happenings, principal news, school news, updates, plus P.T.S.A. news, too!  
In the meantime, we will send calendar dates via the GREEN SHEET.

### Calendar:

August 29	Kindergarten Orientation	7:00 – 8:30 PM
August 29	Class lists posted	3:00 PM
September 7	<b>First Day of School</b> & PTSA Back-to-School Coffee	9:15 – 10:15 AM
September 13	Principal “Brown Bag” Coffee & Conversation in the LRC.	9:15 – 10:30 AM
September 15	Hot-dog Cookout & General PTSA Meeting	5:30 – 8:00 PM

### Classroom Change Process

Please see the [attached procedures](#) for reviewing your child’s classroom placement.



### Kindergarten Orientation

This meeting for kindergarten parents will be on Monday, August 29 at 7:00 pm in the Arbor Heights Cafeteria. Both full day and half day programs will share information about kindergarten procedures, expectations, transportation and safety. SOAR Grant provided refreshments and “Back-to School” bags for all kindergarten students who bring their parents! PTSA Co-presidents, Cori Roed and John Christiansen principal,

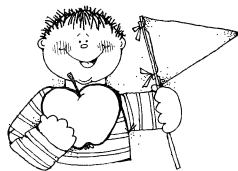
### Student Placement

Class lists are posted outside the exit door of each classroom at **3:00 pm Monday, August 29.**

### First Day of School

Start time: 8:55 AM Breakfast served at 8:30

End time: 3:00 PM



### Emergency Information

It is essential that you notify the office with any changes in your home, cell or work numbers address or emergency contact information. An emergency form will be in the first full week, Friday Packet. Please return it promptly.  
Thank you!

### Attendance Policy

State law requires that students attend school. The district requires a written note or a phone call from the parent explaining the absence or late arrival. After two unexcused absences, a parent conference is required.

I am counting on everyone being in his or her classroom by the 9:00 AM tardy bell. Due to supervision and safety concerns, students should not arrive before 8:40 in the morning, unless participating in the breakfast program.

### **Behavior and Discipline**

Our goal is to provide an environment where children can be inquisitive, caring knowledgeable, responsible and self-controlled.



### **All Arbor Heights Community Members Are:**

**Responsible**

**Respectful**

**Kind**

Every effort will be made to achieve a positive school climate where the needs of all individuals are recognized and where kindness, courtesy, and respect for one another prevail. Each classroom teacher will be developing classroom rules, consequences/rewards, and lessons on school behavior. Your child's safety is of critical importance to me.

Although I do not foresee problems related to behavior, know that aggressive behavior will not be tolerated. There will be significant consequences for fighting, injuring, or threatening another child. Consequences include students going home for the day, parent/student/ counselor conference, restitution/school service and possibly, short term suspension. Please read carefully the **Parent/Student Handbook** for additional information. Consistent school and parent support is vital to making Arbor Heights a great place for students. NOTE: During this school year I invite parents to join Arbor Heights staff and me in the review of our Student Behavior Policy and to consider new ways to support students in their social and emotional growth.



### **PTSA**

Your Arbor Heights PTSA needs your support. Please consider committing to join as a member and to help on at least one project this year. PTSA provides many special events and funding for our students and classroom teachers. Please join the Arbor Heights P.T.S.A. -Hot dog cook-out and general meeting: Thursday, September 15 beginning with hot-dogs served at 5:30 PM!

### **Office Hours**

Office hours during the school year: 8:00 am – 4:30 pm. My door is always open – please stop by and say, hello! The daily school schedule and district calendar are published in our Parent/Student Handbook and the twice-monthly Green-Sheet. Note: we are looking at new ways to communicate school information and happenings. Please let us know the manner you would like to receive school and PTSA information.

I look forward to another year of opportunities and student growth. Arbor Heights Elementary has an incredibly dedicated staff, supportive parent community, and a wonderful student body! If you have any questions, please call me at 206-252-9250 or email, [cacollins@seattleschools.org](mailto:cacollins@seattleschools.org).

Sincerely yours,

Christy Collins, Principal



**Arbor Heights Elementary**  
**Review of Classroom Assignment**  
**2011-2012**

After the class lists are posted on August 29, if you request your child be moved to a different class, the following process will be used:

1. A "Review of Classroom Assignment" form will be completed and turned into the office by **Thursday, September 1, 12:00 noon**.
2. The teachers from the sending grade level will meet with me to review the requests and make any changes based on the educational reason given.
  - No child who is in a class in August will be bumped from that class in order to accommodate a request for change in student classroom assignment. The move will be made if there is room in the class. A lottery may be used, if necessary.
  - Priority will be given to those who have a compelling educational reason.
3. These changes will be made at the same time and parents will be notified by phone Friday, before 6:00 PM September 2.

Please note: a request for a change of classroom assignment made after Thursday, September 1, 12:00 noon will be considered two weeks after school starts to provide a fair opportunity to evaluate the make-up of all the classes.

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**Arbor Heights**  
**Review of Classroom Assignments**  
**2011-2012**

Parent's Name \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade this year \_\_\_\_\_

Phone number where parent can be reached during the day \_\_\_\_\_ Evening phone \_\_\_\_\_

I request a switch from \_\_\_\_\_ class because \_\_\_\_\_

1) What is the **educational** reason for requesting this change.

2) What has your child/student expressed about his/her classroom assignment?

3) What type of learning environment do you believe would be more appropriate for your child?

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Parent Signature

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Date